App. F. IX-4

Previous References. 1941. (045)

File No. 27-41
Serial Nos. 12447

Later References.

PRESERVED (P-7)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 2

Part B for Nov 41

SUBJECT.

Standard list of the Departmental and financial forms to the Mysore Traffic Board

(Sc 17) To
The Secy Press Committee
" Comptroller
" Secy Mysore Traffic Board
No A7 2407-9 dy 20-11-41

Sanctions the ——

Lee Ree
6/12

Rs. 27-41-14.

Telegrams : PAPYRUS.

OFFICE OF THE SECRETARY, PRESS COMMITTEE,
GOVERNMENT PRESS,
Bangalore, dated .....22nd...October..... *194* 1.

General and I
Secretar

No. P. C. 1138

FROM Encl. 5

SECY. DE 25 OCT. 1941 GOVT OF MYSORE

25-10-1941

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SECRETARY, PRESS COMMITTEE,
BANGALORE.

GEN. & REV. SECTT. 27 OCT. 1941 AGRI. & FOREST BRANCH.

To

The Secretary to Government,
Development Department, Bangalore

Sir, Sub:- STANDARDISATION OF FORMS.

I have the honour to submit herewith in duplicate standard list of Departmental and Financial forms required by the office of the Mysore Traffic Board, countersigned by the Secretary and request that sanction of Government may kindly be obtained for the same. One copy of each may kindly be returned to this office for reference.

A copy of letter No.T.1746, dated 17-10-1941, from the Secretary, Mysore Traffic Board, requesting some additions is also enclosed. Necessary corrections have been made in the standard lists as desired by the Secretary.

I have the honour to be,
Sir,
Your most obedient servant,

Secretary,
Press Committee.

DRS.

Submitted with a draft for orders.

6.11.41.

SECT 7 NOV. 1941 GOVT OF MYSORE

TYPING SECTION 11 NOV. 1941 GEN.

NOTE—Cont. Sheet.

WD 04155—GPB—55,000—23-10-41

1457
A77

PFS File No. 24 of 1941.

General and Revenue Secretariat

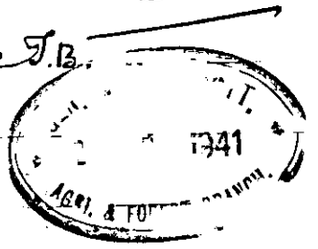
Serial No.

To The Secretary, Press Committee, Bangalore with the list of persons.
" Secretary Mysore Traffic Board.
" Comptroller to the Govt of Mysore.

A 77.2407-9 | PFS.24-41-17 dt 20-11-41.

Sanctions the Standard lists of Departmental and Financial forms to be printed and supplied to the Secy Mysore T.B.

B



(27)

Letter No.T.1746/41-42, dated 17th October 1941, from the Secretary, Mysore Traffic Board, Bangalore, to the Secretary, Press Committee, Bangalore.

- - - - -

Subject:- Standardisation of forms.

- - - -

With reference to your letter No.P.C.1095, dated 9th October 1941, on the above subject, I am directed to return herewith the list of forms duly countersigned. In this connection I am to state that the list does not include all the forms required by this office as the list appears to have been prepared on the basis of the indent for the current year. Two more forms noted in the margin have also to be added to the list if it is to be considered as a standing one. These were not included in the current year's indent as there was stock sufficient to last for the year. I am therefore to request you to include them in the list before its submission to Government.

1. Badami covers addressed to the Revenue Commissioner in Mysore, and
2. Draft Continuation sheets (General and Revenue Secretariat form).

A statement showing the requirements of financial forms is also sent herewith as desired in your letter.

- - - -

"C o p y"

Secretary, 26/10/41
Press Committee.

DRS.

STANDARD LIST OF FORMS, OF THE SECRETARY; ~~DEPARTMENT~~. TRAFFIC BOARD.

WD —GPB—1,000—22-10-40

Serial Number	Authority	Form No. or page of Manual	Name of the form or register	Size of form or register	No. of pages in the register	Whether to be printed on one side or both sides	Nature of binding	Whether to be perforated, ruled or page numbered and book numbered	Kind of paper	Period of supply	Quantity	Remarks
1		1	Letter heads (big) ½ sheet.	Common form may be supplied.						As per indent received from the Secretary.		
2		2	- do - ¼ sheet.	Common form may be supplied.							- do -	
3		3	- do - Big size.	To be printed and supplied on Typewriting paper supplied by the Department.							- do -	
4		4	D.O. letter heads (½ sheet)	To be printed as per sample supplied by the Department.							- do -	
5		5	- do - (¼ sheet)	- Do -				- do -			- do -	
6		6	D.O. covers (small)	Common form may be supplied.							- do -	
7		7	- do - (big)	Common form may be supplied.							- do -	
8		8	Badami cover address blank.	To be printed in required number as per sample if blank paper is supplied.							- do -	Blank paper to be supplied from the stationery depot as in previous years and the quantity added to the standard list of forms.
9		9	-do- Address to Inspector-General of Police.	- do -		- do -		- do -			- do -	
10		10	-do- District Magistrate.	- do -		- do -		- do -			- do -	
11		11	-do- Comptroller.	- do -		- do -		- do -			- do -	
12		12	Draft letter forms.	General & Revenue Secretariat form may be supplied.							- do -	

13	13	Note continuation sheets.	Common form may be supplied.	- do -
14	14	Slip for file boards.	General & Revenue Secretariat form may be supplied.	- do -
15	15	File covers.	- do - - do - - do -	- do -
16	16	Routine note sheets.		- do -
17	17	Reminder form.	Common form may be used.	
18	18	Letter heads without address (big)	Vide serial No.1.	- do -
19	19	- do - (small)	Vide serial No.2.	- do -
20	20	Endorsement (big)	General and Revenue Secretariat or common form may be supplied.	- do -
21	21	- do - (small)	- do - - do - - do -	- do -
22	22	Budarin Covers addressed & Rev. Cov	Same remarks as serial no. 8	
23	23	Draft continuation sheet	Same remarks as serial no. 12	

Countersigned

(sd) Mir Safdar Hussain
Secretary,
Mysore Traffic Board.

Bangalore,
Dated 8th October 1941.

DRS.

R Nanjaiah
Secretary,
Press Committee.

MYSORE TRAFFIC BOARD.

Statement showing the annual requirements of Financial forms.

Sl.No.	Description of the form.	No.required.
1.	Travelling Allowance bills. ..	24
2.	Schedule of Establishment. ..	2
3.	Establishment bills. ..	24
4.	Absentee statements. ..	15
5.	Increment certificates. ..	8
6.	Permanent Advance acknowledgment. ..	2
7.	Receipt for Service Stamps. ..	8
8.	Detailed Contingent bills. ..	25
9.	Statement of recovery of advances. ..	20
10.	Life Insurance premium deduction statements.	20
11.	Proposals for Insurance. ..	6
12.	Contingent register. ..	1
	COMMON FORMS.	
1.	Confidential certificates. ..	6
2.	Privilege leave application forms. ..	15

Bangalore,
Dated 22nd October 1941.

Secretary,
Press Committee.

DRS.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE.

Read :—

Letter No.P.C.1138 dated 25th October 1941 from the Secretary, Press Committee, Bangalore, submitting for sanction of Government the standard lists (in duplicate) of departmental and financial forms to be printed and supplied to the Secretary, Mysore Traffic Board, duly countersigned by the latter.

Order No. A Ft 2407-9/0487-cel-7

Dated, Bangalore the 20th November 1941.

S A N C T I O N E D.

Secretary to Government,
Development Department.

To

The Secretary, Press Committee, Bangalore with the lists of Forms.

The Secretary, Mysore Traffic Board.

The Comptroller to the Government of Mysore.

Aga/4.

G. R. S. App. F VI—G 2]

SUBJECT .....

.....

.....

Diary No. of letter replied to .....

General and Revenue Secretariat

( )

the *193*

Date of issue 20-11-41 193

Signed by M. S. R. V.

May this be—

(i) printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette, Kannada Part ?

Section. P & S

File No. 27 - 41

Serial No. 17

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read— Letter no. P.C. 1138 dated 2 October 41 from the Secy., Press Committee, Bangalore. Submitting for (re-duplicate) sanction of Govt. the standard list of departmental & financial forms to be printed & supplied to the Secy, Mysore Traffic Board, duly countersigned by the latter.

Order thereon.—No. A/2007-9 dated 20/11/41

Sanctioned.

MG 10/11/41

Dev Secy.

To 6/11

The Secy., Press Committee, Bangalore with the lists of forms

Secy., Mysore Traffic Board

Comptr. to Govt.